

LEASE REQUEST FORM P.M. 1

DEPARTMENT OF ADMINISTRATION

DATE OF REQUEST

DEPARTMENT REQUESTING

Explanation of Request: i.e., renewal, additional space, reduction of space or proposed move to new location. Estimated expenses and source of funding. If renewal include present square footage as well as price per square foot.

Department Contact person
and telephone number

Approved by Department
Director/Agency Head
making request

Approval Director of Administration

Approval Associate Director
DOA/Central Services

Approval for funding
DOA Budget Office

Received by DOA Property
Management Office